

# Coach & Manager Handbook

2021-22

V1

## Ferny Districts Cricket Club



<b>What We Stand For .....</b>	<b>3</b>
Our Location & Playing Fields.....	4
When & Where are Games Played? .....	5
Draw .....	6
Training Days .....	7
Playing Balls & Scorebook .....	7
Role of the Coach.....	8-9
Role of the Manager .....	10
How Other Parents Can Help .....	11
Rulers & Umpiring.....	12-13
<b>Scoring .....</b>	<b>14-15</b>
<b>Wet Weather.....</b>	<b>16</b>
Keys (Toilet, Container, Net) .....	18
Teams Contact List.....	19
Equipment .....	20
<b>MyCricket – Scoring &amp; Submitting Results .....</b>	<b>21-22</b>
Game Day Tips .....	23
Fundraising .....	24
Trophies.....	25
Code of Conduct .....	25
Blue Card .....	25
Injury or Incident .....	26
BNJCA Representative Cricket Trials .....	26
Interclub Disputes, Should Something Go Pear Shaped .....	27
Need Help? We are Contactable .....	28
Contact Details – Committee, Other Ferny Teams, Other Clubs.....	28



## ***2023-23 Caveat***

Some of this information is outdated. There's been a lot of structural change so take this handbook with a grain of salt. The transition from MyCricket to PlayCricket has been rough.

## **What we stand for**

*'Encouraging active participation in the game of cricket in a spirit of good sportsmanship and fair play'.*

## ***Active Participation***

The primary objective for the club and its teams is 'active participation'. The focus is to ***build skills and to have fun***. Less emphasis on the score or result in the earlier age groups. Up to & including U12 age groups, everyone will get equal time batting and bowling regardless of their level of ability.

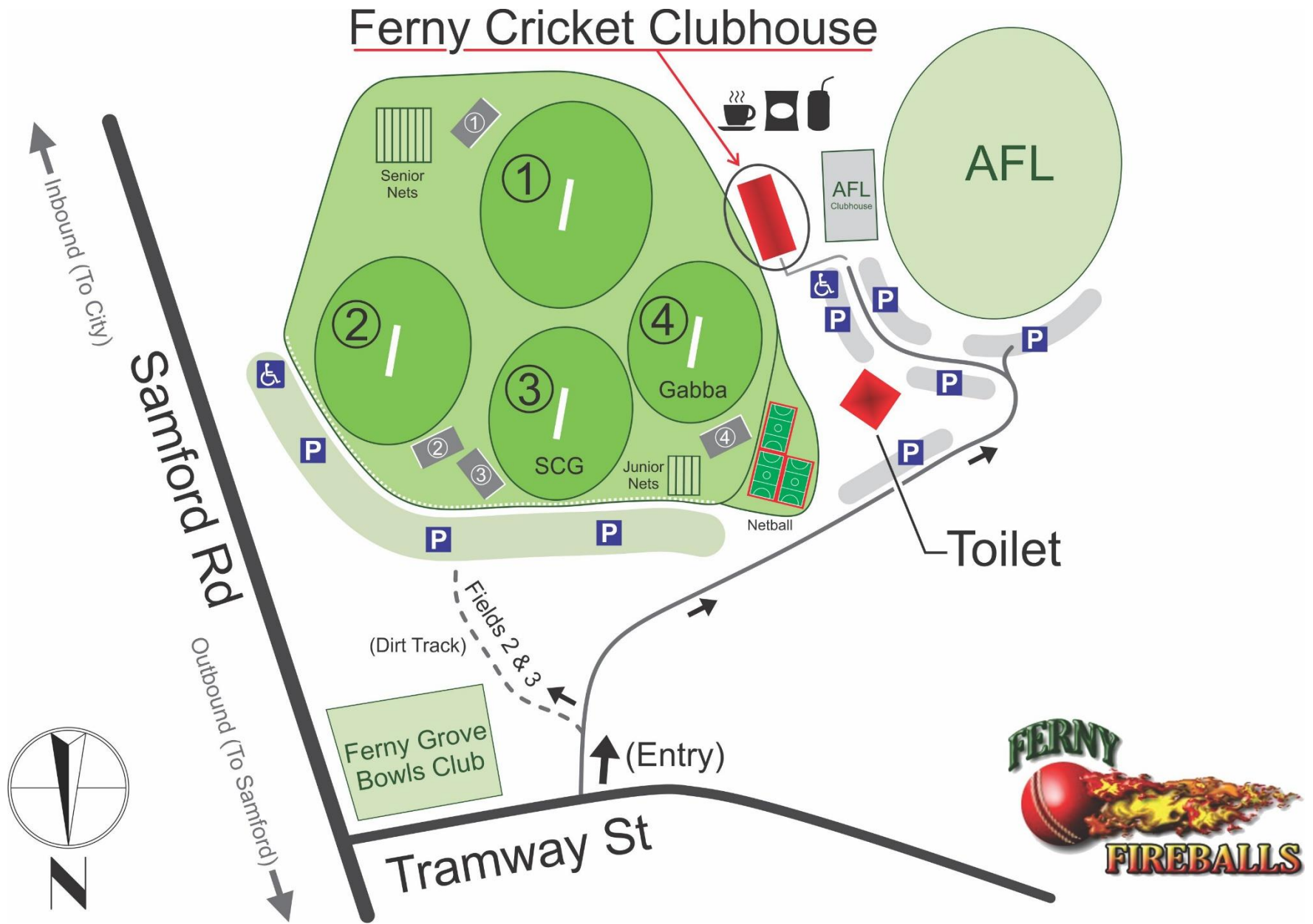
## ***Encouragement***

Encourage positive applause for both teams. There's nothing better than watching an U10 crack a cover drive for 4 – even if it's the other team! *Don't* cheer for a dropped catch or mistake from the other team.

In defeat or victory, be gracious.



# Our Location & Playing Fields




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## Ferny Districts Cricket Club

"Encouraging active participation in the game of cricket in a spirit of good sportsmanship and fair play."



## When & Where are Games Played?

Girls – 7.15am or 9.45am

U10 – 9.45am pre-xmas. 7.15am post-xmas?

U11 – 7.15am pre-xmas. 9.45am post-xmas?

U12 – 8.15am

U13 – 8.15am

U14 – 1.15pm pre-xmas. 8.15am post-xmas

U15 – 8.15am

Open – 8.15am

Times are listed on the Draw / MyCricket

### ***Location;***

Usually done on a 'home & away' format. BNJCA publish the draw the week leading up to Round 1. North Lakes, Sandgate at the perimeters & occasionally only. We do not 'cross the river'.



## Draw

*When will the draw be released?* Roughly 7 days before season starts. Typically there are last minute changes the & draw is not always finalised until 2 days before the season starts.

Your draw will consist of home & away matches. Ferny has multiple local home grounds, such as Ferny Grove State School, George Wilmore Park etc.

To find the draw,



## Training Days

Your team determines its preference for a Training Day, not the club. In the unlikely event we have too many teams & not enough room on a given day, we will ask you to nominate a different day. Usually, we make your preference work.

Most teams train for 1-1.5 hours, once a week. 4.45-6pm Tuesday for example. First in, best dressed for preferences.

## Playing Balls & Scorebook

Playing Balls & Scorebook will be supplied to you, the week leading up to the first game. Our Equipment Coordinator will try & find you during your training in that first week. Contacting the Equipment Coordinator in advance is recommended.



## Role of the Coach

The two most important things a Coach can ensure are;

- a) Kids have fun
- b) Kids improve their skills

### *Job Description Includes;*

- Knowing the Rules
- Mentor to the Players
- Setting expectations for Players & Parents
- Encourage all Players to participate at all tasks (training & games)
- In training keeping Players 'time on task'
- Encourage Parent participation in training & game day (warm ups, padding up)
- Creation of a rotational Batting & Bowling Order
- Providing feedback to Parents & Players (end of match comments, brief match analysis email)
- Develop training plans based on game results (poor fielding = training on the oval working on catching, run-outs, backing up etc)
- Lion's share of Umpiring
- Submitting match results (Usually Coach or Manager)
- Knowing the Rules





### ***Tips for the Coach***

- Coach for the result. Eg – I want you to hit the ball through covers. Let them figure out how to do it. Everyone has a different style, Steve Smith is a perfect example.
- Set your fielders in order of bowling order. So, when they ‘rotate’, the next bowler is already in position (U10-11).
- Get your players to pack up the kit bag at the end of the game.
- Report broken or missing gear to us. We can get it replaced.
- Have a conversation with the other Coach/Umpire before start of play. Have a general agreement about what constitutes a lbw, wide or no ball. Saves heartache later.



## Role of the Manager

The Manager is the important link between your team & the club, responsible for the flow of information. Scoring roster, next game information, feedback to the club etc.

### *Job description includes;*

- Communication
- Supporting the Coach
- Create a roster & set expectations early with Parents regarding duties required (be firm, but fair early on – or you'll end up doing more jobs)
- Creating Rosters for Parents to help (Umpire, Scoring, Gear Steward)
- Toilet Key collection (see Page 19)
- Submitting match results (Usually Manager or Coach)
- Answering questions

### *Tips for the Manager;*

- When Creating Rosters (Scoring, Kit Steward etc), Advise parents to discuss & switch with other parents if good/bad weeks occur. Don't micro manage it.
- A weekly email/text will need to be sent. This week's game location, roster duty, etc
- Identifying a tech savvy parent who may be able to enter match results, or use the app & teach others
- Ask others to assist. They will if you ask them to do something specific. Eg. "Jan, would you mind helping the kids pad up today?" Get used to doing this early in the year, and you should always have team support.
- Ask parents to attend scoring school (before season commences)



## How Other Parents Can Help

A lot of this is covered in the above Coach & Manager pages. Tasks include;

- Scoring
- Gear Steward (keeping kit tidy)
- Helping kids get padded up
- Ensuring 2 x kids are always padded up
- Keeping kids out of trees, off swings & slides
- Gazebo supplier (for Scorer)
- Table supplier (for Scorer)
- Submitting results (MyCricket)
- Square Leg Umpire on game day
- Marking out boundary cones before start of play (with a length of rope)
- Collecting boundary cones (or get the kids to)
- Chalking the crease & centre
- Fruit Roster supplier



## Rules & Umpiring

The Coach typically does most of the umpiring, but not all of it. Eg Umpire your half of game when bowling, let other team do theirs. Get another parent to do Square Leg & give yourself a break. Or, you do one week, another capable parent does it next week.

Most of the tips below are more relevant when playing against other clubs.

### *Tips for the Umpire;*

- Know the Rules
- Talk to the other Umpire before the start of play. Get aligned about what constitutes a No Ball, Wide, LBW etc.
- LBW's can be contentious. Being on the same page before play starts really helps. 'Only if plum' the etiquette U13.
- Disputes will occur from time to time. Know your rules & have your Rule Book handy.
- 'Can you show me in the Rule Book where it says that?' is an excellent question to ask about a dispute. You might discover you're wrong!
- Ensure fielders of both teams don't breach the 10m rule. The rule is there for the players protection. Call a No Ball if necessary.
- Encourage & help both teams when umpiring. High-five an opposition player who does something great!
- Be consistent with your calls. Inconsistency causes dramas.
- Bad calls will happen sometimes, that's cricket. Ensure your players respect the Umpire's decision no matter what.
- Up to & including U12's, it is OK to 'coach' players when on the field. Plant seeded questions (why is that fielder there?).
- ***Know the Rules***



## ***Rules***

Brisbane North Junior Cricket Association (BNJCA) release a revised set of Official Rules every season. Usually there's minimal change from previous season. Ferny will;

- Provide 2 x hard copies
- Email the Rules once published

Or, if you're keen, stalk the BNJCA website.

The rulebook also includes a 'cheat sheet' which helps. Players on field, boundary size etc.



## Scoring

Scoring needs to be done ideally by most parents & it usually the 'hardest' thing to get parents to do if not managed early. Scoring is a Handbook all of its own, below are some tips;

### *The Golden Rule for Scoring;*

If both scorers agree as to what the score is (end of each over), that's all that matters. The details matter less.

i.e.; Do you agree the score is 4-92 after 16 overs?

### *Tips for Scoring;*

- Create a scoring roster. Usually 2 x Parents per Saturday.
- Use a surname on the roster. Mum or Dad choose who does it.
- Encourage parents who have 'bad' weekends to switch weekends with other parents. Don't micro-manage it.
- Paper Scorebook – easy to correct, 100% reliable. Harder at end due to data entry in MyCricket.
- App Scoring – tricky at first, but once you get the hang of it, easier. No data entry in MyCricket at end (**big payoff**).



*'I don't know how to score'* – is the most common excuse parents will say to get out of scoring. Good replies include;

- Just copy exactly what the other scorer does, that's it.
- It doesn't matter if you make mistakes. You just need agree about the score with the other scorer.
- That's OK – nobody else does either. Just do your best. The sun will still come up tomorrow.
- The Umpire can score for you, but that means you need to Umpire. Umpiring's easy – you just wave your hands around.
- It doesn't matter if you make mistakes. Add a run or a sundry to solve a problem. Move on. It's not sheep stations.
- It doesn't matter if you make mistakes. The only people that will know are you & the other scorer!

Mistakes will happen. Both scorers simply need to agree.

These remarks are a bit flippant, but if you tell parents it's OK to make mistakes & whatever they do will be good enough – they'll have a go. They'll do it again (hopefully better next time). Occasionally a shocker happens. Not the end of the world.



## Wet Weather – Game Day

***A Scenario You Will Encounter:*** You are the away team & it hammers down rain at Saturday 3am. Is cricket still on? If it's cancelled, how do I find out? How do I contact the other team? Help!

You can visit BNJCA website or facebook page for more details. It is highly unusual for BNJCA to do a blanket announcement that 'cricket is off'. It is typically done at a location-by-location basis, as the conditions vary from ground-to-ground.

***Always assume the game is on.*** You'd be surprised how often games commence, even with lots of rain.

***If you are the Home Team*** – 2 options;

- 1) Go to the game on Saturday & sort it out then. This is how 95% of games are handled.
- 2) Go to the venue & decide on Friday afternoon – is it a quagmire, or is it possible a game can commence? If you feel it's too wet & unsafe, phone the other team & discuss. They may wish to hold out until Saturday however, which they are entitled to.

***If you are the Away Team*** – You can contact the home team & ask if they've inspected the ground & what are their thoughts about whether play is likely on Friday. It is likely you simply have to go the game on Saturday & work it out then.

***How do you work out if you're home or away?*** If you are the first team number listed on the draw, you're home. If second, you're away.

**Wet Weather – Training Days.** The club rarely announces training is cancelled. We leave it up to the teams to decide.





***How do you contact the other team?*** BNJCA list contact details of the other team on their website.

Go to <http://bnjca.qld.cricket.com.au/>, Operations > Match Day Operations > Club Contacts

If BNJCA make a blanket announcement cricket is off (happens less than once a season), they will post via Facebook. Ideally, Ferny will notify you via email & Facebook. Sometimes we are en-route to our own game & don't get the information in time.

**\*\*Pro Tip\*\*** – find the phone number of the opposition coach on Friday. Text & introduce yourself. Games have been known to be cancelled via phone/text without getting out of bed Saturday 6am.

If the opposition want to play, but you do not – *do not play*. Both teams must agree to play, for play to commence. Vice-versa – if you want to play & the opposition do not, *you do not play*.

***When Disagreements About Playability Occurs*** – Do not pressure the other team, carry on like a pork chop, or go home & rant about it on social media. Right or wrong, the other team is entitled to their opinion. Just agree to disagree, pack up, go home. It's not sheep stations!

***Our Coach/Manager's contact details*** – Are published on the front end of our website. This makes it easier for other clubs to find you directly, rather than going through the club & waiting for an answer.



## Toilet Keys

If you are the home team, it is your responsibility to obtain keys from the club to unlock (& lock) them on Saturday. We have keys for; Ferny Grove Primary School; Patricks Road Primary School, Grovely Primary School, Samford Primary School & Highvale Cricket Ground. The schools sometime change the locks & do not notify us – it's not a perfect system. Keys to be returned Saturday at end of match. Contact the Key Coordinator to obtain.

## Container & Senior Net Keys

The Key for both Junior & Senior Containers & Senior Nets is the same. Contact the Committee to obtain. All teams are entitled to 1 key, returnable at the end of the season. Containers are primarily for obtaining a table for scorers & using second set of stumps for training.

If you need equipment (ie Helmets, Gloves etc), contact the Equipment Coordinator. Ask, do not take.



## Teams List

The Teams List, is your list of Players & Parents, as we understand it to be. If there's incorrect or additional details you wish to advise, let us know. It should list phone & email.

At the start of the season, there can be mistakes, missing information, assumptions. It's quite often a work in progress until the first ball is bowled (& usually after).

This is your template for creating a roster. Add columns for things like 'Fruit Roster' if you want.

Here's an example of a Teams List;

COACH / MANAGER	Team	Parent 1	Phone 1	Email 1	Parent 2	Phone 2	Email 2	Season	Dates Unavailable	Scoring Roster	Training
<b>COACH Nic H</b> <b>MANAGER Mark T</b>											Tuesday 4.45-6pm
Ethan B	U13 Red	Tricia B	0414 123 456	name@gmail.com	Damyon B	0414 123 456		Full Season	27-Sep	27 Sep - Jan & Brett	
Tyler H	U13 Red	Jan H	0414 123 456	name@gmail.com	Nic H	0414 123 456		Full Season		4 Oct - Alli & Nic	
Joshua W	U13 Red	Paula W	0414 123 456	name@gmail.com	Michael W	0414 123 456		Full Season	15-Oct	11 Oct - Shayne & Carly	
Saxon F	U13 Red	Alli F	0414 123 456	name@gmail.com	Brett F	0414 123 456		Full Season	15-Oct	18 Oct - Tricia & Anne	
Sam L	U13 Red	Laura L	0414 123 456	name@gmail.com	David L	0414 123 456		Full Season		25 Oct - Trevor & Fiona	
Jack T	U13 Red	Mark T	0414 123 456	name@gmail.com	Megan T	0414 123 456		Full Season	29-Oct	1 Nov - Mark & Megan	
Zac D	U13 Red	Trevor D	0414 123 456	name@gmail.com	Carly D	0414 123 456		Full Season		8 Nov - Lucy & Damyon	
Micah D	U13 Red	Shayne D	0414 123 456	name@gmail.com	Jodie D	0414 123 456		Full Season		15 Nov - Laura & Michael	
Cooper W	U13 Red	Mark W	0414 123 456	name@gmail.com	Fiona	0414 123 456		Full Season		22 Nov - Scott & Jeremy	
Elliott H	U13 Red	Scott H	0414 123 456	name@gmail.com	Anne H	0414 123 456	name@gmail.com	Full Season	4-Dec	29 Nov - Mark & Jodie	
Xander W	U13 Red	Lucy W	0414 123 456	name@gmail.com	Jeremy W	0414 123 456		Half Season			



## Equipment

Playing & Protective Equipment is included. Players will need to purchase a 'Protective Box' & Hat. All teams will receive a playing kit which includes;

- Bats
- Pads
- Helmets
- Gloves
- Protective Box
- Stumps
- Cones
- Practice Balls
- Ball Counter
- Match Balls (supplied closer to season start, not immediately).

**Scorer's Table** – we have folding tables in the Container, which you can use for scoring at Ferny Reserve. See Container Key section for more information. I have personally found an aluminium folding table works best.

**To Mark Boundary Length** – a simple length of rope works best. Not supplied.

**Missing or Broken Equipment** – We'll sort it out. Contact our Equipment Coordinator to arrange a replacement.



## MyCricket

Match results must be entered into PlayCricket. Details tbc.

You can contact our MyCricket Coordinator for more detailed information. Online support can be found here;

<https://mycricketsupport.cricket.com.au/hc/en-us>

### **Friday Night Job** (regardless of paper or app scoring)

- Select your team on the MyCricket website

### **After Match Job** (regardless of paper or app scoring)

- Match results
- Players scores
- Confirm/dispute result
- You have 6 days, before being locked out



## LiveScore App vs Paper Scorebook

### *If you use the LiveScore App – this means you;*

- Bring your tablet to the game
- Score on the tablet
- Little to no work when you get home
- No stress about 6-day result cut-off

### *If you use the Paper Scorebook – this means you;*

- Score on Paper Scorebook (pencils, rubbers)
- Go home & have a 30-minute weekend Data Entry Project (how many wides did Johnny bowl etc)
- Life interrupts, then it's Wednesday, still not done – eek!

LiveScore completes all the stats on the website for you. ***LiveScore App saves time & data entry pain later***, but it is not without its own quirks & challenges. App meltdowns include;

- Unable to end an over
- Unable to continue match in 2<sup>nd</sup> week
- Unable to start a match
- Unable to find a player
- Smoke emitting from iPad!



## Game Day Tips

***The Really Hot Days*** – Schedule an extra break, umpire squirts kids with spare drink bottles, water balloons for catching practice. See BNJCA website for further details.

***Chalk Middle Stump*** – Before start of play. Kids pointlessly marking centre with their feet on Synthetic will ensue otherwise.

***Ask Others To Assist*** – eg Jan, would you mind ensuring the kids are padded up & ready to roll?

***Bring a Gazebo*** – for the Scorers comfort. It makes life so much more pleasant. A parent not willing to score is a good candidate.

***Marking Out the Field*** – enlist the kids to help. They are capable!

***Wet Days*** – bring a small towel for the Umpire or Players to have on the field & wipe dry the ball.

***Bring a Power Bank*** – LiveScore App sucks the batteries. 100% charge on 50 over format = may not make it.



## Fundraising

### *Arana Sports Raffle*

All teams are asked to do 1 x hour of fundraising at the Arana Leagues Club, once a season. Thursday evening or Sunday afternoon. We will supply you with dates & first in best dressed for preferred date. Proceeds go to improving club facilities.

**Tip** – 1 adult + 2 kids can work. Get the kids to do the selling, maths, money. They'll have fun!

### *Club Raffle*

All teams will be supplied with a \$30 book of tickets to be sold (\$3 per ticket), once a season. Good prizes to be had. Proceeds go to improving club facilities.

***These are the only forms of fundraising the club asks. This helps keep our fees affordable compared to most other clubs & sports.***

### *Rebel Sport*

A percentage of all Rebel Sport sales go to a community sports club of your choice. Be sure to say you want your contribution going to Ferny Districts Cricket Club. We receive a quarterly payment. It helps.





## Trophies

**Who Gets One?** All players will receive a participation trophy. Achievement medallions are presented in addition to the trophy, for those players qualifying.

## Code of Conduct

See our website (About | Code of Conduct) for Code of Conduct relating to;

- Junior Players
- Parents
- Adult Players
- Coaches & Officials
- Racial & Religious Code

## Blue Card

We ask that all Coaches & Managers apply for a Blue Card. It is free to apply as we are a Community Organisation. It will need to be signed by our Blue Card Coordinator before you can submit. Supply your card number once Qld Gov get back to you.



## Injury or Incident

If a serious injury or incident occurs to a Player, Parent or Spectator, let the committee know. If a claim needs to be made, we can provide further advice.

## Defibrillator

We have an in-principal agreement with the AFL Club, that we will hold the Defibrillator in our clubhouse during Summer.

## BNJCA Representative Cricket Trials

BNJCA (Brisbane North Junior Cricket Association) is the first step of Representative Cricket in the Cricket Pathways. It's available for players U12 and up.

Ferny will contact Coaches & Managers in early January, with nominations due early February. BNJCA will then contact parents directly with trial date & time information (not Ferny).

If currently playing U11, you nominate for U12. If currently playing U12, you nominate for U13 etc.



## Interclub Disputes, Should Something Go Pear Shaped

While disagreements about rule interpretations can occur, once every few seasons something can go horribly wrong (eg an abusive Parent or Official). Call the Committee immediately (as it happens during the game). We are usually at our own games & may not be able to talk, but 'what do I do?' can be answered quickly in this situation.

If you are unhappy or uncomfortable with a situation;

- Stop the game
- Discuss the problem with the opposing official
- If you are unsatisfied with the outcome, pack up, go home, forfeit the game



## Need Help? We are Contactable

Committee Members are here to support you. We don't publish all our details online, but it's not too hard to find us. If you have a problem that needs fixing, simply because they are the President. That's what we are here for!

Also, phone calls are often more effective than emails for quick, accurate answers. Don't be afraid to call us.

## Contact Details – Committee, Other Ferny Teams, Other Clubs

### *Committee*

About > Contacts > Committee

### *Other Ferny Teams*

About > Contacts > Teams

### *Other Clubs (usually about wet weather)*

<http://bnjca.qld.cricket.com.au/>

Operations > Match Day Operations > Club Contacts

